

STATE OF CALIFORNIA
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

CORRECTIVE ACTION PLAN AND COMPLAINT FOR PENALTY
1318.SLCP.CAP.2023.2

Before: The State of California
Department of Resources Recycling and Recovery
1001 I Street
Sacramento, CA 95814

In the Matter of: City of Monrovia
600 S. Mountain Avenue
Monrovia, CA 91016

BACKGROUND AND PURPOSE

1. The California Department of Resources Recycling and Recovery is hereinafter referred to as "CalRecycle."
- 1.1 CalRecycle, in consultation with the California Air Resources Board, adopted regulatory requirements, consistent with the mandate of Senate Bill 1383 (Lara, Chapter 395, Statutes of 2016), that are designed to achieve the organic waste reduction goals established in section 39730.6 of the Health and Safety Code through a 50 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75 percent reduction in the level of the statewide disposal of organic waste from the 2014 level by 2025. The purpose of these reductions is to further the statewide effort to reduce emissions of short-lived climate pollutants (SLCP), including methane. These SLCP regulations are referred to herein as the "Regulations" and can be found at Title 14 California Code of Regulations (CCR) sections 18981.1 through 18998.4. Cities, counties, and special districts are responsible for implementing these Regulations in their communities starting January 1, 2022.
- 1.2 The City of Monrovia is hereinafter referred to as "Jurisdiction." Jurisdiction is required to comply with the Regulations.
- 1.3 Jurisdiction is or expects to be facing continuing violations of the Regulations commencing during the 2022 calendar year, which could result in significant administrative civil penalties under the Regulations.
- 1.4 Senate Bill 619 (Laird, Chapter 508, Statutes of 2021), through amendments to section 42652.5 of the Public Resources Code (PRC), created a mechanism called a Notification of Intent to Comply through which a local jurisdiction may secure

administrative civil penalty relief from any continuing violations of the Regulations for the 2022 calendar year and may be eligible for a broader and longer-term regulatory compliance path, including suspended administrative civil penalties, through a Corrective Action Plan.

- 1.5 Under PRC section 42652.5(e), the Notification of Intent to Comply must include a description of proposed actions to remedy the violations, as well as a proposed schedule for those actions, that the Jurisdiction commits to undertake to remedy the violations.
- 1.6 The Notification of Intent to Comply is hereinafter referred to as "Notification."
- 1.7 For violations taking more than 180 days to correct, PRC section 42652.2 allows CalRecycle to determine, in its sole discretion, that violations identified in a Notification may be addressed through a Corrective Action Plan issued pursuant to 14 CCR section 18996.2.
- 1.8 The Corrective Action Plan is hereinafter referred to as "CAP."
- 1.9 For violations disclosed in the Notification approved by CalRecycle as meeting the requirements of PRC section 42652.5(e), CalRecycle shall waive administrative civil penalties during the 2022 calendar year if the Jurisdiction implements the proposed actions according to the approved Notification's schedule of actions and, as applicable, approved CAP schedule of actions.
- 1.10 For violations disclosed in the Notification that commence during the 2022 calendar year and continue into the 2023 calendar year, administrative civil penalties may begin accruing as of January 1, 2023. SB 619 provides administrative civil penalties accruing on and after January 1, 2023, shall be waived upon complete compliance with an approved CAP schedule of action.

DETERMINATION OF VIOLATIONS

2. As authorized by PRC section 42652.5(c), the Jurisdiction notified CalRecycle of its ongoing or anticipated violations of the Regulations and the PRC through a Notification submitted March 1, 2022.
 - 2.1 CalRecycle reviewed the Jurisdiction's Notification, its description of the Jurisdiction's disclosed violations of the Regulations, and proposed actions and schedule for those actions to remedy those violations for compliance with PRC section 42652.5(e). CalRecycle approved the Notification's proposed actions and schedule of actions, as modified by this CAP.
 - 2.2 The Jurisdiction's Notification identified the following violations of the Regulations as follows:

- 2.2.1 The Jurisdiction is and has been in violation of 14 CCR section 18984.1 in that since January 1, 2022, the Jurisdiction has not provided three-container organic waste collection service to all residential and commercial generators and has not included food scrap collection service in the three-container collection system provided to all residential and commercial generators.
- 2.2.2 The Jurisdiction is and has been in violation of 14 CCR section 18984.5 in that since January 1, 2022, the Jurisdiction has not conducted container contamination minimization for the residential or commercial sector.
- 2.2.3 The Jurisdiction is and has been in violation of 14 CCR section 18984.6 in that since January 1, 2022, the Jurisdiction has not met recordkeeping requirements for compliance with container contamination minimization.
- 2.2.4 The Jurisdiction is and has been in violation of 14 CCR section 18984.7 in that since January 1, 2022, the Jurisdiction has not distributed new containers meeting the container color requirements.
- 2.2.5 The Jurisdiction is and has been in violation of 14 CCR section 18984.8 in that since January 1, 2022, the Jurisdiction has not distributed new containers with proper container labeling.
- 2.2.6 The Jurisdiction is and has been in violation of 14 CCR section 18985.1 in that since February 1, 2022, the Jurisdiction has not provided education and outreach to organic waste generators that are provided an organic waste collection service, including self-haulers, or the information provided did not comply with the requirements.
- 2.2.7 The Jurisdiction is and has been in violation of 14 CCR section 18985.2 in that since February 1, 2022, the Jurisdiction has not developed a list of food recovery organizations and food recovery services operating within the jurisdiction or maintained the list on the jurisdiction's website.
- 2.2.8 The Jurisdiction is and has been in violation of 14 CCR section 18985.2 in that since February 1, 2022, the Jurisdiction has not provided education and outreach to commercial edible food generators, or the information provided did not comply with the requirements.
- 2.2.9 The Jurisdiction is and has been in violation of 14 CCR, section 18985.3 in that since January 1, 2022, the Jurisdiction has not included all relevant documents supporting compliance with Article 4 (Education and Outreach) of the Regulations in the Implementation Record as required by section 18995.2.
- 2.2.10 The Jurisdiction is and has been in violation of 14 CCR section 18988.1 in that since January 1, 2022, the Jurisdiction has not required haulers providing residential, commercial, or industrial organic waste collection services to generators within its boundaries to meet the requirements and standards of the Regulations as a condition of approval of a contract, agreement, or other authorization to collect organic waste.

- 2.2.11 The Jurisdiction is and has been in violation of 14 CCR section 18988.4 in that since January 1, 2022, the Jurisdiction has not met recordkeeping requirements for compliance with jurisdiction hauler program.
- 2.2.12 The Jurisdiction is and has been in violation of Title 14 CCR section 18991.1 in that since January 1, 2022, the Jurisdiction has not implemented an edible food recovery program that includes action to accomplish the following:
- a. Educate commercial edible food generators as set forth in section 18985.2.
 - b. Increase commercial edible food generator access to food recovery organizations and food recovery services.
 - c. Monitor commercial edible food generator compliance as required in Article 14 of the Regulations.
 - d. Increase edible food recovery capacity if the analysis required by section 18992.2 indicates that the jurisdiction does not have sufficient capacity to meet its edible food recovery needs.
- 2.2.13 The Jurisdiction is and has been in violation of 14 CCR section 18991.2 in that since January 1, 2022, the Jurisdiction has not included all documents supporting compliance with section 18991.1 in the Implementation Record required by section 18995.2.
- 2.2.14 The Jurisdiction is and has been in violation of 14 CCR section 18993.1 in that since January 1, 2022, the Jurisdiction has not procured recovered organic waste products to meet or exceed its current annual recovered organic waste product procurement target.
- 2.2.15 The Jurisdiction is and has been in violation of 14 CCR section 18993.2 in that since January 1, 2022, the Jurisdiction has not included all documents supporting its compliance with Article 12 of the Regulations in the implementation record required by section 18995.2.
- 2.2.16 The Jurisdiction is and has been in violation of 14 CCR section 18993.3 in that since January 1, 2022, the Jurisdiction has not procured paper products, and printing and writing paper, consistent with the requirements of sections 22150-22154 of the Public Contract Code.
- 2.2.17 The Jurisdiction is and has been in violation of 14 CCR section 18993.3 in that since January 1, 2022, the Jurisdiction has not required all businesses from whom it purchases paper products and printing and writing paper to comply with the requirements of that section.
- 2.2.18 The Jurisdiction is and has been in violation of 14 CCR section 18993.4 in that since January 1, 2022, the Jurisdiction has not included all documents supporting its compliance with Article 12 of the Regulations in the implementation record required by section 18995.2.
- 2.2.19 The Jurisdiction is and has been in violation of 14 CCR section 18995.1 in that since January 1, 2022, the Jurisdiction has not established an inspection

and enforcement program designed to ensure overall compliance with the Regulations.

2.2.20 The Jurisdiction is and has been in violation of 14 CCR section 18995.1 in that since April 1, 2022, the Jurisdiction has not performed waste evaluations consistent with section 18984.5(c) to verify commercial businesses and residential generators compliance with organic waste generator requirements set forth in section 18984.9(a).

2.2.21 The Jurisdiction is and has been in violation of 14 CCR section 18995.1 in that since January 1, 2022, the Jurisdiction has not conducted a compliance review of all solid waste collection accounts for commercial businesses generating two cubic yards or more of solid waste per week, including organic waste.

The Jurisdiction shall also determine compliance with:

- a. Organic waste generator requirements set forth in section 18984.9(a) and document if the business is transporting the contents to a high diversion organic waste processing facility; or
- b. Self-hauling requirements pursuant to section 18988.3, including whether a business is complying through back-hauling organic waste.

2.2.22 The Jurisdiction is and has been in violation of Title 14 CCR section 18995.1 in that since January 1, 2022, the Jurisdiction has not conducted inspections of Tier One commercial edible food generators and food recovery organizations and services for compliance.

2.2.23 The Jurisdiction is and has been in violation of Title 14 CCR section 18995.1 in that since January 1, 2022, the Jurisdiction has not investigated complaints as required under section 18995.3.

2.2.24 The Jurisdiction is and has been in violation of Title 14 CCR section 18995.1 in that since January 1, 2022, the Jurisdiction has not provided educational material describing the applicable requirements in response to violations.

2.2.25 The Jurisdiction is and has been in violation of Title 14 CCR section 18995.2 in that since January 1, 2022, the Jurisdiction has not maintained all records required in the Implementation Record.

2.2.26 The Jurisdiction is and has been in violation of Title 14 CCR section 18995.2 in that since January 1, 2022, the Jurisdiction's Implementation Record is not stored in one central location, physical or electronic, that can be readily accessed by CalRecycle.

2.2.27 The Jurisdiction is and has been in violation of Title 14 CCR section 18995.2 in that since January 1, 2022, the Jurisdiction has not included all records and information in the Implementation Record within 60 days of the creation of the record or information.

2.2.28 The Jurisdiction is and has been in violation of Title 14 CCR section 18995.2 in that since January 1, 2022, the Jurisdiction has not included the following in the Implementation Record:

- a. A copy of all ordinances or other similarly enforceable mechanisms, contracts, and agreements, as required by the Regulations.
 - b. A written description of the jurisdiction's inspection and enforcement program that it uses to comply with sections 18995.1 and 18995.4.
 - c. All organic waste collection service records required by section 18984.4.
 - d. All contamination minimization records required by section 18984.6.
 - e. All waiver and exemption records required by section 18984.14.
 - f. All education and outreach records required by section 18985.3.
 - g. All hauler program records required by section 18988.4.
 - h. All jurisdiction edible food recovery program records required by section 18991.2.
 - i. All recovered organic waste procurement target records required by section 18993.2.
 - j. All recycled content paper procurement records required by section 18993.4.
 - k. All inspection, route review, and compliance review documents generated pursuant to the requirements of section 18995.1(d).
 - l. All records of enforcement actions undertaken pursuant to the Regulations.
 - m. All records of complaints and investigations of complaints required by section 18995.3 and compliance with the jurisdiction's inspection and enforcement requirements of sections 18995.1.
 - n. All records required by section 18998.4 if the jurisdiction is implementing a performance-based source separated organic waste collection service under Article 17.
- 2.3 CalRecycle accepted the Jurisdiction's self-reported Notification and characterization of its violations therein. CalRecycle has not undertaken a compliance review of Jurisdiction, and thus CalRecycle's approval of the Notification or this CAP should not be taken as an indication that Jurisdiction is in full compliance with Regulations in other respects. CalRecycle will be undertaking a compliance review of all jurisdictions in the future.

SCHEDULE FOR COMPLIANCE

3. Based on the foregoing DETERMINATION OF VIOLATIONS, CalRecycle finds that:
 - a. The Jurisdiction worked with CalRecycle to develop this CAP, which includes schedule of actions necessary for the Jurisdiction to achieve address the violations disclosed in the Notification and described in Section 2 (Determination of Violations) above.

- b. CalRecycle hereby approves and issues this CAP pursuant to PRC section 42652.5(c)-(e) and Title 14 CCR section 18996.2.
- c. The Jurisdiction will fully implement the programs identified in this CAP by the dates provided in the Section 3.2 below.
- d. CalRecycle will monitor the Jurisdiction’s continued implementation of the programs identified in the CAP from February 3, 2023 through April 30, 2024 (“the oversight period”) to assure implementation is complete and timely. The oversight period may be extended at the discretion of CalRecycle if any extensions to the Schedule are granted as described below in Sections 4.4 and 4.5.
- e. During the oversight period, the Jurisdiction will submit status reports to CalRecycle and attend status meetings with CalRecycle to demonstrate the ongoing progress the Jurisdiction is making on remedying the violations described above.
- f. During the oversight period, the Jurisdiction will provide bimonthly status reports to CalRecycle:

Report Cycle

Report 1: April 30, 2023, covering February 1, 2023 – March 31, 2023

Report 2: June 30, 2023, covering April 1, 2023 – May 31, 2023

Report 3: August 31, 2023, covering June 1, 2023 – July 31, 2023

Report 4: October 31, 2023, covering August 1, 2023 – September 30, 2023

Report 5: December 31, 2023, covering October 1, 2023 – November 30, 2023

Report 6: February 29, 2024, covering December 1, 2023 – January 31, 2024

Report 7: April 30, 2024, covering February 1, 2024 – March 1, 2024

- g. The status reports are to be used to document the status and work completed for each of the identified tasks in the CAP. For each task in the CAP, the Jurisdiction will explain the status of the task, specifying what actions have been taken to complete the task.
- h. If the work has been delayed or has not been completed, the Jurisdiction will explain the reason(s) for the delay/incompletion. The Jurisdiction will also attach any previously submitted extension requests made pursuant to section 4.4 of this CAP and any extensions granted pursuant to section 4.5 of this CAP, using additional sheets as necessary for the report. CalRecycle may consider the explanation in deciding whether to allow the Jurisdiction to continue to operate under the Notification and CAP or to revoke approval of the Notification and CAP pursuant to PRC section 42652.5(d).
- i. During the oversight period, the Jurisdiction will meet with CalRecycle telephonically or via other remote electronic means (such as Teams or Zoom) bimonthly to provide interim progress updates on the following schedule:

Meeting Cycle

- Meeting 1: During March 2023
- Meeting 2: During May 2023
- Meeting 3: During July 2023
- Meeting 4: During September 2023
- Meeting 5: During November 2023
- Meeting 6: During January 2024
- Meeting 7: During March 2024

- j. The status meetings are to be used to discuss the most recent status report and to discuss interim progress made by the Jurisdiction on each of the identified tasks in the CAP.
- k. Prior to the close of the oversight period, CalRecycle may undertake a compliance review or field visit to supplement other status reporting.
- l. At any time prior to the conclusion of the oversight period, if CalRecycle determines the Jurisdiction has failed to implement the programs identified in the Notification and CAP, has failed to participate in status reporting during the oversight period, has substantially misrepresented its progress in status reporting, or has substantially failed to make interim progress on Tasks set out in Section 3.2 for four consecutive reporting periods, CalRecycle may immediately issue a notice revoking its approval of the Notification and CAP and indicating its intent to impose penalties as provided in PRC section 42652.5. Title 14 CCR sections 18997.3, 18997.5, and 18997.6 and PRC section 42652.5 governs the process and considerations CalRecycle will utilize in calculating and assessing administrative civil penalties against the Jurisdiction, which may be up to \$10,000 per day per violation.

3.1 Based on the foregoing DETERMINATION OF VIOLATIONS, it is hereby ordered that the Jurisdiction will implement the actions described below in accordance with the compliance deadlines contained in the schedule of actions to remedy violations as set forth in Section 3.2 below.

3.2. Schedule and Program of Actions

Section 18984.1 Three-Container Organic Waste Collection Services

The Jurisdiction will provide three-container collection services to all residential and commercial generators.

Task #	Description	Target Completion Date
TASK 1	The Jurisdiction will establish an agreement with an organic waste collection service provider.	4/1/2023

TASK 2	The Jurisdiction will obtain bear-resistant organic waste containers.	3/1/2024
TASK 3	The Jurisdiction will provide three-container waste collection service to all residential and commercial customers that are not subject to an exemption or waiver from such service under 14 CCR sections 18984.11, 18984.12, or other provision of the Regulations, or are not an authorized self-hauler subject to the Jurisdiction’s ordinance requiring compliance with the requirements of section 18988.3. In implementing this container system, the Jurisdiction will ensure materials are sorted into the containers properly by generators.	3/1/2024

Section 18984.5 Container Contamination Minimization

The Jurisdiction will monitor generator using a three-container organic waste collection service for contaminants.

Task #	Description	Target Completion Date
TASK 4	<p>The Jurisdiction will determine which method the Jurisdiction will use to monitor container contaminants. Route reviews or waste evaluations.</p> <p>Minimum requirements - Route reviews</p> <ul style="list-style-type: none"> • All hauler routes must be reviewed annually. • Containers may be randomly selected along a hauler route. Not required that every container on a hauler route be sampled annually. <p>Minimum requirements - Waste evaluations</p> <ul style="list-style-type: none"> • Conducted at least twice per year and the studies shall occur in two distinct seasons of the year. • Include samples of each container type served by the Jurisdiction. • Include samples taken from different areas in the Jurisdiction that are representative of the Jurisdiction’s waste stream. • Include at least the minimum number of samples from all the hauler routes included in the studies. <p>All material collected for sampling must be transported to a sorting area at a permitted solid waste facility where the presence of prohibited container contaminants for each</p>	<p>12/1/2022 (Task completion to be verified)</p>

	container type is measured to determine the ratio of prohibited container contaminants present in each container type by weight.	
TASK 5	The Jurisdiction will require and verify the hauler will develop a schedule for conducting route reviews or waste evaluations.	6/1/2023
TASK 6	The Jurisdiction will require and verify the hauler will conduct route reviews. or The Jurisdiction will require and verify the hauler will conduct waste evaluations.	6/1/2023
TASK 7	<p>The Jurisdiction will establish a system for notifying generators of violations.</p> <p>Minimum requirements - Route reviews:</p> <ul style="list-style-type: none"> • The contamination notice will, at a minimum, include information regarding the generator’s requirement to properly separate materials into the appropriate containers • The contamination notice may be left on the generator’s container, gate, or door at the time the violation occurs, and/or be mailed, e-mailed, or electronically messaged to the generator. <p>Waste evaluations, options</p> <ul style="list-style-type: none"> • Notify all generators on the sampled hauler routes of their requirement to properly separate materials into the appropriate containers. • Perform a targeted route review of containers on the routes sampled for waste evaluations to determine the sources of contamination and notify those generators of their obligation to properly separate materials. <p>In either scenario, the Jurisdiction may provide this information by placing a contamination notice on the generator’s container, gate, or door, and/or by mail, e-mail, or electronic message to the generator.</p>	6/1/2023
TASK 8	The Jurisdiction will perform container contamination minimization for all routes that are not subject to an exemption or waiver from such service under 14 CCR sections 18984.11 and 18984.12 (a) and (c), or are not an authorized self-hauler subject to the Jurisdiction’s ordinance requiring compliance with the requirements of section 18988.3.	12/31/2023

Section 18984.6 Recordkeeping Requirements for Container Contamination Minimization

The Jurisdiction will keep records of the number of residential and commercial violations identified and number of notices issued.

Task #	Description	Target Completion Date
TASK 9	The Jurisdiction will document the methods used to monitor container contaminants.	4/1/2023
TASK 10	<p>The Jurisdiction will establish a system for documenting route reviews and waste evaluations conducted and tracking the violations for recordkeeping and reporting.</p> <p>The Jurisdiction will include the following information and documents in the Implementation Record:</p> <ol style="list-style-type: none"> 1. A description of the Jurisdiction’s process for determining the level of container contamination. 2. Documentation of route reviews conducted, if applicable. 3. If applicable, documentation of waste evaluations performed, including information on targeted route reviews conducted as a result of the studies. The documentation shall at a minimum include dates of the studies, the location of the solid waste facility where the study was performed, routes, source sector (e.g., commercial or residential), number of samples, weights and ratio of prohibited container contaminants and total sample size. 4. Copies of all notices issued to generators with prohibited container contaminants. 5. Documentation of the number of containers where the contents were disposed due to observation of prohibited container contaminants. 	4/1/2023
TASK 11	The Jurisdiction will document contamination minimization efforts and tracking the number of violations.	6/1/2023

Section 18984.7 Container Color Requirements

The Jurisdiction will distribute new containers meeting the container color requirements.
 NOTE: A Jurisdiction is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the color requirements prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

Task #	Description	Target Completion Date
TASK 12	The Jurisdiction will establish an agreement with an organic waste collection service provider.	4/1/2023
TASK 13	The Jurisdiction will require and verify the hauler will purchase additional organic waste and recycling collection carts. The Jurisdiction will require and verify the hauler will provide containers, for collection services, to generators that comply with the container color requirements specified in Article 3 of the Regulations.	4/1/2023

Section 18984.8 Container Labeling Requirements

The Jurisdiction will develop labeling or use model labeling provided by CalRecycle for use on older containers.

Task #	Description	Target Completion Date
TASK 14	The Jurisdiction will develop labeling for use on containers. The Jurisdiction may use model language provided by CalRecycle. <ol style="list-style-type: none"> 1. Labels on containers must include language or graphic images or both indicating the primary materials accepted and the primary materials prohibited in that container, OR 2. Containers must include imprinted text or graphic images indicating the primary materials accepted and the primary materials prohibited in that container. 	6/1/2023
TASK 15	The Jurisdiction will require and verify the hauler will label each new container or lid provided to generators. <ul style="list-style-type: none"> • Labels will be consistent with the applicable container collection requirements specifying what materials are allowed to be placed in each container. 	3/1/2024

Section 18985.1. Organic Waste Recovery Education and Outreach

The Jurisdiction will provide organic waste recovery education and outreach to residential and commercial generators.

Task #	Description	Target Completion Date
TASK 16	The Jurisdiction will designate the hauler to implement education and outreach requirements.	4/1/2023
TASK 17	<p>The Jurisdiction will send letters to covered residential and commercial generators providing organic waste recovery information.</p> <ul style="list-style-type: none"> The Jurisdiction will mail a program flyer, brochure, or letter to all residential and commercial generators to provide education on organics and explain the jurisdiction's program including types of organic materials accepted and the franchise hauler's contact information. 	4/1/2023
TASK 18	The Jurisdiction will post the education information on its website and update as needed. The information will be specific to the Jurisdiction's residential and commercial program, provide compliance options, contact information for the franchise hauler, edible food recovery programs.	4/1/2023
TASK 19	The Jurisdiction will require and verify the hauler will post and maintain organic waste recovery information and edible food donation program information on its website.	1/1/2024
TASK 20	The Jurisdiction will provide outreach and education to organic waste generators that are provided organic waste collection services or self-haul within the jurisdiction, that are not subject to an exemption or waiver from such service under 14 CCR sections 18984.11 and 18984.12 (a) and (c). (Note: A jurisdiction may still have a separate obligation under the Mandatory Commercial Recycling (MCR) and Mandatory Organics Recycling (MORe) laws—Public Resources Code (PRC) Sections 42649.3 (d) and 42649.82 (d)(1)(C)—that is separate and independent of SB 1383, the SB 1383 Regulations, and this plan.)	1/1/2024

Section 18985.2. Edible Food Recovery Education and Outreach

The Jurisdiction will provide education and outreach to all residential and commercial generators.

Task #	Description	Target Completion Date
TASK 21	<p>The Jurisdiction will develop and maintain a list of food recovery organizations and food recovery services operating within the Jurisdiction on the Jurisdiction’s website. The list will include the following information about each food recovery organization and each food recovery service:</p> <ul style="list-style-type: none"> • Name and physical address. • Contact information. • Collection service area. • An indication of types of food the food recovery service or organization can accept for food recovery. 	<p>6/1/2022 (Task completion to be verified)</p>

Section 18985.3 Recordkeeping Requirements for a Jurisdiction’s Compliance with Education and Outreach

The Jurisdiction will establish recordkeeping for compliance with Education and Outreach requirements.

Task #	Description	Target Completion Date
TASK 22	<p>The Jurisdiction will establish and implement a system for documenting and compiling records related to education and outreach requirements for recordkeeping and reporting.</p> <ul style="list-style-type: none"> • Copies of the information provided to comply with Article 4 of the Regulations, including flyers, brochures, newsletters, invoice messaging, and website and social media postings. • The date, and to whom the information was disseminated, or direct contact made. If a Jurisdiction provides mass distribution through mailings, or bill inserts, it will provide the date, a copy of the information, and the type and number of accounts receiving the information. • If the requirements of Article 4 of the Regulations were met solely through electronic media, the record will include a copy, with dates posted, of social media posts, e-mails or other electronic messages. 	<p>1/31/2023 (Task completion to be verified)</p>

	<ul style="list-style-type: none"> If a Jurisdiction relies on a designee to comply with this section, it will include a copy of the materials distributed by the designee. 	
--	--	--

Section 18988.1 Jurisdiction Approval of Haulers and Self-Haulers

The Jurisdiction will adopt an ordinance or similarly enforceable mechanism requiring self-haulers to comply.

Task #	Description	Target Completion Date
TASK 23	The Jurisdiction will require and verify the hauler will provide organic waste collection services to meet the requirements as a condition of approval of a contract.	4/1/2023

Section 18988.4 Recordkeeping Requirements for Compliance with Jurisdiction Hauler Program

The Jurisdiction will establish recordkeeping for compliance with Jurisdiction hauler program.

Task #	Description	Target Completion Date
TASK 24	The Jurisdiction will establish a system for documenting and compiling records related to haulers and self-haulers for recordkeeping and reporting.	4/1/2023
TASK 25	<p>The Jurisdiction will begin tracking and compiling documentation in the Implementation Record and will include at a minimum:</p> <ul style="list-style-type: none"> Ordinances, contracts, franchise agreements, policies, procedures, or programs 7 relevant to this section. A description of the Jurisdiction’s hauler program including: <ul style="list-style-type: none"> Type(s) of hauler system(s) the Jurisdiction uses. Type(s) and condition(s) of approvals per type of hauler, and criteria for approvals, denials and revocations. The process for issuing, revoking, and denying written approvals. Any requirements associated with self-hauling and back-hauling. 	4/1/2023

	<ul style="list-style-type: none"> • A record of hauler compliance with local ordinance(s) and the requirements of Article 7 of the Regulations including the following information: <ul style="list-style-type: none"> ○ Copies of all reports required from haulers. ○ Copies of all written approvals, denials, and revocations. <p>All records required by Article 7 of the Regulations shall include the date of action, the name of the hauler, and the type of the action taken by the Jurisdiction.</p>	
--	---	--

Section 18991.1. Jurisdiction Edible Food Recovery Program

The Jurisdiction will implement all aspects of its Edible Food Recovery Program.

Task #	Description	Target Completion Date
TASK 26	The Jurisdiction will educate edible food generators about the requirements.	6/1/2023
TASK 27	The Jurisdiction will obtain grant funding to help fund food recovery hubs.	6/1/2023
TASK 28	The Jurisdiction will work with SCS Engineers and the COG to increase commercial edible food generator access to food recovery organizations and food recovery services.	12/1/2023
TASK 29	The Jurisdiction will monitor commercial edible food generator compliance and enforce the commercial edible food generator requirements.	1/30/2024
TASK 30	The Jurisdiction will increase commercial edible food generator access to food recovery organizations and food recovery services.	3/1/2024

Section 18991.2. Recordkeeping Requirements for Jurisdiction Edible Food Recovery Program

The Jurisdiction will establish recordkeeping for compliance with Jurisdiction edible food recovery program.

Task #	Description	Target Completion Date
TASK 31	The Jurisdiction will establish a system for documenting and compiling records related to the edible food recovery program for recordkeeping and reporting.	6/1/2022 (Task completion to be verified)
TASK 32	The Jurisdiction will begin tracking and compiling documentation and include the following at a minimum. <ul style="list-style-type: none"> ○ A list of commercial edible food generators in the Jurisdiction that have a contract or written agreement with food recovery organizations or services pursuant to section 18991.3. ○ A list of food recovery organizations and food recovery services in the Jurisdiction and their edible food recovery capacity. ○ Documentation of the actions taken to increase edible food recovery capacity. 	12/1/2022 (Task completion to be verified)

Section 18993.1. Recovered Organic Waste Product Procurement Target

The Jurisdiction will procure organic waste products to meet its procurement target.

Task #	Description	Target Completion Date
TASK 33	The Jurisdiction shall annually procure a quantity of recovered organic waste products that meets or exceeds its current annual recovered organic waste product procurement target. The Jurisdiction shall comply by one or both of the following: <ul style="list-style-type: none"> ○ Directly procuring recovered organic waste products for use or giveaway. ○ Requiring, through a written contract or agreement, that a direct service provider to the Jurisdiction procure recovered organic waste products and provide written documentation of such procurement to the Jurisdiction. 	3/1/2024
TASK 34	The Jurisdiction will identify additional procurement opportunities within its departments and divisions for expanding the use of recovered organic waste products.	3/1/2024

TASK 35	The Jurisdiction will meet regulatory procurement targets established by CalRecycle pursuant to 14 CCR section 18993.1; enforcement of this provision by CalRecycle will be consistent with the legislative directives in PRC section 42652.5 (a)(5)(B) and 42652.6, as amended in AB 1985 (R. Rivas, Chapter 344, Statutes of 2022).	3/1/2024
--------------------	---	----------

Sections 18993.2. Recordkeeping Requirements for Recovered Organic Waste Procurement Target

The Jurisdiction will establish recordkeeping related to recovered organic waste procurement.

Task #	Description	Target Completion Date
TASK 36	<p>The Jurisdiction will include all documents supporting compliance with Article 12 of the Regulations in the implementation record including, but not limited to, the following:</p> <ul style="list-style-type: none"> • A description of how the jurisdiction will comply with the requirements of Article 12 of the Regulations. • The name, physical location, and contact information of each entity, operation, or facility from whom the recovered organic waste products were procured, and a general description of how the product was used, and if applicable, where the product was applied. • All invoices or similar records evidencing all procurement. • If including procurement of recovered organic waste products made by a direct service provider to comply with the procurement requirements of section 18993.1(a), the jurisdiction will include all records of procurement of recovered organic waste products made by the direct service provider on behalf of the jurisdiction including invoices or similar records evidencing procurement. • If a jurisdiction will include renewable gas procured from a POTW for any of the uses identified in section 18993.1(f)(2) to comply with the procurement mandate of Section 18993.1(a), a written certification by an authorized representative of the POTW, under penalty of perjury in a form and manner determined by the jurisdiction, attesting to the following for the applicable procurement compliance year: <ul style="list-style-type: none"> (A) That the POTW was in compliance with the exclusion in Section 17896.6(a)(1); 	3/1/2024

	<p>(B) The total tons of organic waste received from the types of solid waste facilities listed in Section 18993.1(h)(1); and</p> <p>(C) The percentage of biosolids that the POTW produced and transported to activities that constitute landfill disposal.</p> <ul style="list-style-type: none"> • If a jurisdiction will include electricity procured from a biomass conversion facility to comply with the procurement mandate of Section 18993.1(a), a written certification by an authorized representative of the biomass conversion facility certifying that biomass feedstock was received from a permitted solid waste facility identified in 18993.1(i) will be provided to the jurisdiction. The certification will be furnished under penalty of perjury in a form and manner determined by the jurisdiction. • If the jurisdiction is implementing the procurement requirements of Section 18993.1 through an adjusted recovered organic waste product procurement target pursuant to Section 18993.1(j), the jurisdiction will include records evidencing the 6 total amount of transportation fuel, electricity, and gas for heating applications procured during the calendar year prior to the applicable reporting period. • For jurisdictions complying with the requirements of Section 18993.1, through the procurement of mulch, a copy of the ordinance or similarly enforceable mechanism the jurisdiction has adopted requiring that mulch procured by the jurisdiction or a direct service provider meets the land application standards specified in Section 18993.1. 	
--	---	--

Sections 18993.3. Recycled Content Paper Procurement Requirements

The Jurisdiction will procure paper products, and printing and writing paper, consistent with the Requirements.

Task #	Description	Target Completion Date
TASK 37	The Jurisdiction will research and identify vendors with paper products meeting the requirements of sections 22150-22154 of the Public Contract Code and ensure paper products and printing and writing paper is eligible to be labeled with an	12/1/2023

	unqualified recyclable label as defined in Code of Federal Regulations (CFR) Section 260.12.	
TASK 38	<p>The Jurisdiction will require all businesses from whom the Jurisdiction purchases paper products and printing and writing paper to certify in writing:</p> <ul style="list-style-type: none"> • The minimum percentage, if not the exact percentage, of postconsumer material in the paper products and printing and writing paper offered or sold to the Jurisdiction. <ul style="list-style-type: none"> ○ The Jurisdiction may waive the certification requirement if the percentage of postconsumer material in the paper products, printing and writing paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor Internet website. • That the paper products and printing and writing paper offered or sold to the Jurisdiction is eligible to be labeled with an unqualified recyclable label as defined in 16 CFR Section 260.12. 	12/1/2023
TASK 39	The Jurisdiction will procure paper products, and printing and writing paper meeting the Requirements.	3/1/2024

Sections 18993.4. Recordkeeping Requirements for Recycled Content Paper Procurement

The Jurisdiction will establish recordkeeping related to recycled content paper procurement.

Task #	Description	Target Completion Date
TASK 40	The Jurisdiction will establish a system for tracking purchases for recordkeeping and reporting.	12/1/2023

TASK 41	<p>The Jurisdiction will begin tracking and compiling documentation, including but not limited to the following:</p> <ol style="list-style-type: none"> 1. Copies of invoices, receipts or other proof of purchase that describe the procurement of paper products by volume and type for all paper purchases. 2. Copies of all certifications or other verification required. 	3/1/2024
--------------------	--	----------

Sections 18995.1 Jurisdiction Inspection Requirements

The Jurisdiction will establish an inspection and enforcement program designed to ensure overall compliance with Regulations.

Task #	Description	Target Completion Date
TASK 42	<p>The Jurisdiction will complete a compliance review of all solid waste accounts for commercial businesses subject to its authority and that generate two cubic yards or more per week of solid waste, including organic waste.</p> <p>The Jurisdiction will determine compliance with:</p> <ul style="list-style-type: none"> • Organic waste generator requirements set forth in Section 18984.9(a) • Self-haul requirements set forth in Section 18988.3, including whether a business is complying through back-hauling organic waste. 	4/1/2023
TASK 43	<p>The Jurisdiction will develop an inspection and enforcement program to ensure overall compliance with Regulations based on the following schedule.</p> <p>Task 43a: Develop recordkeeping system or purchase online application for inspection, route review, and compliance review recordkeeping.</p> <p>Task 43b: Develop Jurisdiction inspection program for commercial businesses.</p> <p>Task 43c: Develop Jurisdiction inspection program for residential generators.</p> <p>Task 43d: Develop Jurisdiction enforcement program for commercial businesses.</p> <p>Task 43e: Develop Jurisdiction enforcement program for residential generators.</p>	<p>12/1/2023</p> <p>Task 43a: 4/1/2023</p> <p>Task 43b: 4/1/2023</p> <p>Task 43c: 4/1/2023</p> <p>Task 43d: 12/1/2023</p> <p>Task 43e: 12/1/2023</p>

TASK 44	<p>The Jurisdiction will begin implementing the inspection and enforcement program.</p> <p>Task 44a: Begin inspection of Tier 1 generators with SCS Engineers.</p> <p>Task 44b: Perform waste evaluations on commercial businesses.</p> <p>Task 44c: Begin enforcement of noncompliance for commercial entities generating more than two cubic yards or more per week of solid waste.</p> <p>Task 44d: Begin enforcement of noncompliance for residential generators.</p>	<p>1/1/2024</p> <p>Task 44a: 12/1/2022</p> <p>Task 45b: 6/1/2023</p> <p>Task 44c: 1/1/2024</p> <p>Task 44d: 3/1/2024</p>
--------------------	---	--

Section 18995.2 Implementation Record and Recordkeeping Requirements

The Jurisdiction will establish recordkeeping related to Jurisdiction inspection requirements.

Task #	Description	Target Completion Date
TASK 45	<p>The Jurisdiction will begin tracking and compiling documentation. The Implementation Record will be stored in one central location, physical or electronic, that can be readily accessed by CalRecycle.</p> <p>All records and information will be included in the Implementation Record within 60 days of the creation of the record or information. All records will be retained by the jurisdiction for five years.</p> <p>Include all documents supporting compliance in the implementation record including, but not limited to, the following:</p> <ul style="list-style-type: none"> • A copy of all ordinances or other similarly enforceable mechanisms, contracts, and agreements, as required by Chapter 12 of the Regulations. • A written description of the jurisdiction's inspection and enforcement program that it uses to comply with Sections 18995.1 and 18995.4. • All organic waste collection service records required by Section 18984.4. • All contamination minimization records required by Section 18984.6. • All waiver and exemption records required by Section 18984.14. 	<p>4/1/2023</p>

	<ul style="list-style-type: none"> • All education and outreach records required by Section 18985.3. • All hauler program records required by Section 18988.4. • All jurisdiction edible food recovery program records required by Section 18991.2. • All recovered organic waste procurement target records required by Section 18993.2. • All recycled content paper procurement records required by Section 18993.4. • All inspection, route review, and compliance review documents generated pursuant to the requirements of Section 18995.1(d). • All records of enforcement actions undertaken pursuant to Chapter 12 of the Regulations. • All records of complaints and investigations of complaints required by Section 18995.3 and compliance with the jurisdiction’s inspection and enforcement requirements of Sections 18995.1. • All records required by Section 18998.4 if the jurisdiction is implementing a performance-based source separated organic waste collection service under Article 17 of the Regulations. 	
--	---	--

COMPLIANCE REVIEW, ENFORCEMENT, AND RELEASE

4. Communications. All approvals and decisions of CalRecycle regarding notifications will be communicated to the Jurisdiction in writing by the Branch Chief, Jurisdiction and Agency Compliance and Enforcement Branch, Waste Permitting, Compliance and Mitigation Division, or the Branch Chief’s designee. No formal advice, guidance, suggestions, or comments by CalRecycle regarding reports, plans, specifications, schedules, or any other writings by Jurisdiction shall be construed to relieve the Jurisdiction of the obligation to obtain such formal approvals as may be required.
- 4.1 Submittal. All reporting from the Jurisdiction described in section 3 (Schedule for Compliance), paragraph 3.f, shall be submitted through an online portal or compliance module developed by CalRecycle with instructions provided to Jurisdiction. All other communications from the Jurisdiction according to this CAP shall be sent in writing electronically to:

Alex Souza
 Alex.Souza@CalRecycle.ca.gov

- 4.2 Compliance Review. At the end of the oversight period or at any time deemed appropriate by CalRecycle, CalRecycle will meet with the Jurisdiction to assess the Jurisdiction's CAP implementation efforts and to determine whether or not the Jurisdiction has timely complied with all commitments in all sections of this CAP. If requested by the Jurisdiction, CalRecycle has discretion to issue notice of a hearing at any time upon its staff's recommendation that the Jurisdiction has completed the conditions of the CAP. In accordance with PRC section 42652.5, failure to implement programs and or comply with all sections of the CAP at any time may result in CalRecycle's revocation of its approval of the Notification and CAP and imposition of administrative civil penalties retroactively to the date of violation in 2022, for administrative civil penalties accruing in 2023, and for administrative civil penalties accruing during any other additional time covered by the Notification and CAP. These potentially applicable penalties are described in Section 5.0 of this CAP.
- 4.3 CalRecycle Review and Approval: If CalRecycle determines that any report, plan, schedule, or other document submitted for approval pursuant to this CAP fails to comply with the Notification as amended by this CAP or fails to achieve successful implementation of the Regulations, CalRecycle may:
- a. Amend the CAP as appropriate to remedy the violations of the Regulations expeditiously, and/or
 - b. Serve a notice that CalRecycle will revoke approval of the Notification and consider the imposition of penalties in accordance with Title 14 CCR sections 18997.3, 18997.5, and 18997.6.
- 4.4 Extension Request and Other Task Modification Requests: If the Jurisdiction determines that it will be unable to perform any activity or submit any document within the time required under this CAP, the Jurisdiction may, as far in advance of the due date as possible, request an extension of time in writing. The extension request shall include a justification for the delay. If the Jurisdiction finds that a task required by this CAP in Section 3.1 is not feasible, despite the Jurisdiction's best and substantial efforts, the Jurisdiction may propose an alternative task that is substantially similar or equally effective to the original task, subject to the approval of CalRecycle. The modification request shall include an explanation of the infeasibility, an explanation of how the alternative task is substantially similar or equally effective, and a justification for any extension of time associated with the change.
- 4.5 Extension and Other Task Modification Approvals: If CalRecycle determines that good cause exists for an extension, considering the factors set out in Title 14 CCR section 18996.2(a)(2), it will grant an extension as appropriate and specify in writing a new compliance schedule. If CalRecycle determines that good cause exists for the change in task because the original task is infeasible and the alternative task is substantially similar or equally effective, it will grant an approval

and extension as appropriate and specify in writing the new task; additionally, if CalRecycle determines that good cause exists for any extension associated with the change in task, considering the factors set out in Title 14 CCR section 18996.2(a)(2), it will grant an extension as appropriate and specify in writing a new compliance schedule.

- 4.6 Compliance with Applicable Laws: The Jurisdiction shall carry out this CAP in compliance with all Local, State, and Federal requirements, including but not limited to requirements to obtain necessary permits.
- 4.7 Liability: Nothing in this CAP shall constitute or be construed as a satisfaction or release from liability for any conditions or claims arising as a result of past, current, or future operations of the Jurisdiction, including for violations of the Regulations that were not disclosed in the Notification and any violations of the Regulations that the Jurisdiction fails to remedy notwithstanding commitments in the Notification and this CAP.
- 4.8 Government Liabilities: The State of California and CalRecycle shall not be liable for injuries or damages to persons or property resulting from acts or omissions in carrying out activities pursuant to this CAP, nor shall the State of California be held as a party to any contract entered into by the Jurisdiction or its agents in carrying out activities pursuant to the CAP. The Jurisdiction shall indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting in connection with the performance of this CAP.
- 4.9 Parties Bound: This CAP shall apply to and be binding upon the Jurisdiction and upon CalRecycle and any successor agency (regional agency, etc.) that may have responsibility for, and the authority over, the subject matter of this CAP.

PENALTY

5. Penalties, if any, shall be assessed and calculated in accordance with the provisions of PRC 42652.5 and Title 14 CCR sections 18997.3, 18997.5, and 18997.6. Penalties shall be calculated based on the factors set out in section 18997.3 and may be as much as \$10,000 per day per violation for the duration of the violation(s).
- 5.1 Penalty Procedures. Penalty, if any, shall be imposed in accordance with the procedures and methodology set out in PRC section 42652.5 and Title 14 CCR sections 18997.3, 18997.5, and 18997.6. Regulatory violations that are considered “minor,” meaning they involve violations constituting minimal deviation from regulations, shall be subject to penalties of no less than five hundred dollars (\$500) per violation and no more than four thousand dollars (\$4,000) per violation per day; “moderate” violations are subject to no less than four thousand dollars (\$4,000) per

violation and shall be no more than seven thousand five hundred dollars (\$7,500) per violation per day; and “major” violations, are subject to penalties no less than seven thousand five hundred dollars (\$7,500) per violation per day and no more than ten thousand dollars (\$10,000) per violation per day. The following types of deviations are deemed to be “major” under the regulations for the purposes of assessing penalties:

- a. Failure to have any ordinance or similarly enforceable mechanism for organic waste disposal reduction and edible food recovery.
- b. Failure to have a provision in a contract, agreement, or other authorization that requires a hauler to comply with the requirements the Regulations.
- c. Failure to have an edible food recovery program.
- d. Failure to have any Implementation Record.
- e. Implementation or enforcement of an ordinance, policy, procedure, condition, or initiative that is prohibited under Title 14 CCR sections 18990.1 or 18990.2.
- f. Failure to submit the reports required in Title 14 CCR sections 18994.1 and 18994.2.

EFFECTIVE DATE

6. Issuance. This Corrective Action Plan is final and effective from the date of issuance.

6.1 Date of Issuance February 3, 2023

Signature on file

Mark de Bie, Deputy Director
Waste Permitting, Compliance and Mitigation Division
Department of Resources Recycling and Recovery